Affinity
NURSING RECRUITMENT

AGENCY NURSE ORIENTATION CHECKLIST

NAME:
DATE:
FACILITY:
NAME OF SUPERVISOR:

Activity	Dated Competed	Employee Signature	Supervisor Signature
General: Introduction to Staff Ward Tour/Unit Layout/Hospital layout Explanation of Codes Rosters/On call system/hours of duty Recording hours of work/sick leave Name Badge/Uniforms Hospital Tour			
Emergency Procedures: Resuscitation Trolley Fire Doors Emergency Exits Emergency Manuals/Call Buttons Dialling Switch in an Emergency			
Policies & Procedures: Location of Manuals Bullying & Harassment/Aggression Management Mandatory Reporting Child/Aged care abuse OHS, Infection control, manual handling Fire Safety & Incident Reporting			
Communication: Communication book Telephone/Paging/Computer Systems Internet Usage Handover Staff Mailbox			
Referrals: Blood Collections Physio Medical Specialty			
Pharmacology: Drug Room/DD Cupboard Checking Drugs Injectibles Guidelines After Hours drug supplies			

Please complete and return to Affinity Nursing Recruitment on Fax No: (07) 3849 1200 within 5 working days of commencing your contract.